



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: August 21, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 22, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, September 5, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM II

Administrative Support Specialist
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
43036

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 5, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

| | | | |
|-------------------------|--|------------------------|---|
| Classification: | Technical Manager II | Salary: | \$4,105 - \$5,710* |
| Position Title: | Administrative Support Specialist | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW412-23-40-802-00-01 | IPR#: | 43036 |

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Business Services / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position assists the Financial Services Section Chief performing a variety of duties including providing external auditors with complete responses to documentation requests and other activities involved with the coordination of external audits; acts as section's records management liaison; coordinates 30/60/90 day demand letters, and serves as the departmental contact with the Illinois Office of the Comptroller (IOC) regarding employees' direct deposits and for the paperless vouchering system; and assists with the preparation of bureau personnel transactions.

Special Qualifications:

Desired:

- Completion of four years of college preferably with courses in business, public finance or public administration
- Two years of experience in public finance, public administration or governmental operations
- Strong oral and written communication skills
- Detail oriented and well organized with the ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|-------------------------|--|
| DATE: | June 13, 2018 | POSITION: | Administrative Support Specialist |
| APPROVED BY: | Karen Shoup | OFFICE/DIVISION: | Office of Finance & Administration/Bureau of Business Services |
| CODE: | PW412-23-40-802-00-01 | REPORTS TO: | Financial Services Section Chief |

Position Purpose

This position assists the Financial Services Section Chief performing a variety of duties including providing external auditors with complete responses to documentation requests and other activities involved with the coordination of external audits; acts as section's records management liaison; coordinates 30/60/90 day demand letters, and serves as the departmental contact with the Illinois Office of the Comptroller (IOC) regarding employees' direct deposits and for the paperless vouchering system; and assists with the preparation of bureau personnel transactions.

Dimensions

| | |
|------------------|---|
| Audit Requests: | 500 +/- voucher requests 200 +/- receipt requests 100 +/- contractual obligations |
| Special Studies: | 25-50 annually |

Nature and Scope

This position reports to the Financial Services Section Chief. No staff reports to this position.

This position is responsible for providing accounting and fiscal reporting services within the guidelines set by the Secretary of Transportation and the Office of Finance and Administration (OF&A). In conjunction with this effort, the Financial Services Section prepares financial reports as mandated by state/federal statutes. This position coordinates external/internal audit requests by identifying responsible contacts and ensuring audit responses are completed in a timely fashion.

Typical problems include ensuring that audit requests are reviewed and accurately distributed as requested by external audit staff. Strict timeframes must be adhered to, to meet requirements set forth by the external auditing staff. Development and tracking of the section's Corrective Action Plan will be required of this position. The greatest challenge of this position is to manage multiple audit requests.

The incumbent assists the Financial Services Section Chief with the gathering of required documentation requested during the department's external and internal audit activities, a function which is complicated by the magnitude and complexities of programs administered. In conjunction with these responsibilities, the incumbent deals with confidential and highly sensitive matters regarding policy development, budgetary allocations and legal matters. The incumbent is responsible for assisting the Financial Services Section Chief by acting as the records management liaison for the section. The incumbent works closely with each section chief to ensure that all records are being maintained in accordance with the applicable retention schedules. This position updates the schedules as needed or required. The incumbent works closely with the Bureau of Information Processing, various Illinois Department of Transportation (IDOT) staff responsible for voucher processing and the staff within the section to implement and maintain an automated voucher/filing system. The process requires the review and adjustment of retention schedules accordingly. The incumbent serves as the departmental liaison with the IOC for employee's expense reimbursement direct deposit procedure as mandated in Public Act 97-0348 (Accounting Bulletin 173 and 175). S/He works with departmental employees throughout the state to distribute, collect, review and submit the

direct deposit authorization forms as required. The incumbent notifies all new hires of the mandate and associated procedures. Quarterly reviews are conducted to ensure compliance with the mandate. This position assists with the preparation of personnel documents, works with various personnel staff, section chiefs and the bureau chief, conducting research to complete documents associated with various personnel transactions.

The incumbent is given the latitude to accomplish responsibilities and refers matters of a unique or non-routine nature to the supervisor with recommendations for resolution. This position is constrained by applicable department/state/federal policy, practices and guidelines.

Significant internal contacts include all departmental offices and bureaus including the district offices. External contacts are with the Illinois Office of the Comptroller, external auditors and the State Records Center.

The effectiveness of this position is measured by the accuracy and timeliness of responses to external auditors as well as the overall precision of the section's records and personnel transactions.

Principal Accountabilities

1. Assists with external and internal audit requests including tracking down necessary information.
2. Serves as departmental liaison with IOC regarding employee reimbursement via direct deposit.
3. Acts as the section's records management liaison.
4. Serves as contact for the section's automated vouchering/filing system.
5. Prepares a variety of personnel documents for the bureau.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.